Rutgers University New Student Orientation
2007 Orientation Leader Contract

Orientation Leaders are an important part of the Rutgers University New Student Orientation program. As Orientation Leaders, you will act as the primary group of student volunteers to work with these new students. Orientation Leaders are the new students' direct contact with the orientation program and are instrumental to the adjustment of both students and parents during an important transition in their lives.

Becoming an Orientation Leader in New Student Orientation bears huge responsibility as well as a great amount of privilege. Through your work with the program, you will gain an immeasurable amount of experience with leadership development and communication. You will have the opportunity to meet lots of new and exciting people while serving as ambassadors for Rutgers University.

**Expectations**

- Exhibit a commitment to Rutgers University and the NSO program.
- Practice good communication skills.
- Exhibit energy and a positive attitude.
- Show respect for the Orientation Committees, OTLs, your fellow Orientation Leaders, new students, and their family members.
- As an Orientation Leader, you are a representative of NSO at all times. Serve as a role model to both new students and your fellow Orientation Leaders. Your behavior is your responsibility. This could include your weekend activities, Facebook account, YouTube, other social networking sites, or direct NSO activities. We understand that everyone has a life outside of NSO, but you should consider how this reflects on you and your position. Proudly represent RUNSO in all interactions by upholding University and program expectations.
- Alcohol use immediately before or during NSO events is unacceptable. If you smoke, it is expected that it will not interfere with your assigned duties. Having a cigarette is NOT an acceptable excuse for not being with your group or where you are supposed to be. If you are able to take a few minutes to have a cigarette, you must do so in an area where you are not visible to new students or their parents. It is also expected that you will refrain from illegal drug use.
- NSO t-shirts are official uniforms. You must be very aware of your behavior when wearing your NSO uniform. Under no circumstances should your NSO gear be worn to bars or parties. T-shirts should not be altered in any way.
- Refrain from inappropriate relationships with new students during and immediately following NSO.
- During NSO and related training, your responsibility is first and foremost towards new students. You should be prepared to place this before friends or significant others (including those who are also NSO staff members), social activities, book shopping, etc. during orientation days.
- You may be offered the opportunity to live in extended senior week housing and/or move in early in August. This privilege is extended to you as a member of orientation. As such, any misbehavior or disciplinary issues in housing during this time will reflect directly on NSO. It is expected that you will follow all rules and regulations in housing during this time.
- During NSO, you should have an overall neat and clean appearance, which includes being showered and wearing clean and unwrinkled uniforms.
- Vulgar language or speaking negatively about the university will not be tolerated. Examples of prohibited language include profanity, RU Screw, negative comments about a particular campus, or referring to “the way things were”.
- Exhibit, as a representative of the University, an openness to diversity of views and issues which current and future members of the University represent. This includes a willingness to respect individuals of different race, creed, color, religion, national origin, ancestry, age, sex, disability, marital status, familial status, affectional or sexual orientation, or veteran status.
- Check your email on a regular basis (including over the summer) to assure that you are informed of important announcements.
- “NSO time” is 15 minutes early. As such, it is expected that you will arrive 15 minutes before any scheduled meeting or activity.
- Bring your enthusiasm and expect to work hard and have fun doing it!
- Maintain good academic and good disciplinary status with the University. Maintain a minimum overall grade point average of 2.00 through September 2007.
Responsibilities

- Attend and participate in at least 2 out of the 3 APA dates (May 5th, 6th & 12th—6:30am-5:30pm) and Orientation Leader training sessions (April 15th & 22nd) during the Spring 2007 Semester.
- Attend and participate in all RUNSO 2007 fall events. Required dates are as follows:
  - Orientation Leader Training: Wednesday, August 29th – Thursday, August 30th, 2007 from 8am-8pm (once the time of the Thursday football game is announced, we will do our best to accommodate it).
  - Fall NSO: Saturday, September 1st (6am-12am), Sunday, September 2nd (9am-12am), & Monday, September 3rd (9am-11pm)
- Discuss any conflict, problems, or concerns you may have with your OTL.
- Read summer newsletters, sent over email, to stay aware of NSO activities.
- Other duties as assigned by the OCs and RUNSO Advisors.

At this time, do you have any conflicts that will require you to miss all or part of any training or NSO event?

☐ NO

☐ YES—explain

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As a student staff member of New Student Orientation at Rutgers University, I understand that the Orientation Leader position requires that I meet the expectations and responsibilities outlined above. I have read and understand these expectations and responsibilities. I also understand that not adhering to them could jeopardize my position.

Print Name: ___________________________ Date: ___________________________

Signature: ___________________________